Peachtree by Sage Software Advanced Training Class

Guaranteed or the next class is FREE. Come & learn how to do more in less time.
User Guide and lunch included with class.

Learn how to use the advanced features of Peachtree including Bank Reconciliation, Security and Time & Billing.
New Peachtree Quantum Training :: New Peachtree features Training

Sage Premier Training Center Course Outline

Security
- Setting up user passwords
- Audit Report

Review Backup Utility
- Setting a Backup Schedule
- Time and Billing Setup

Special Procedures
- Changing Accounting Periods
- Month End Reports & Balancing
- Applying Finance Charges
- Voiding Transactions
- Task Screen Templates
- Changing Account ID's
- Consolidating Companies
- Memorized Transactions

Reporting
- Excel Link
- Forms Modification
- Report Modification
- Customizing Financial Statements
- Collection Letters
- Find Transactions
- Report Group

Payroll – Tax Tables
- Setting up special Payroll Tax Tables

Time and Billing
- Activity & Charge Items
- Time Ticket Entry
- Expense Ticket Entry
- Applying Tickets to Sales
- Time Ticket Payroll
- Time & Billing Report

Bank Account Reconciliation
- Bank Account reporting

Questions & Answers

Welcome to the Peachtree Software Advanced Training Class. This 1 day course is geared toward current Peachtree users who wish a more detailed, behind the scenes, understanding of the programs capabilities from an accounting standpoint. The features covered in the class apply to all Peachtree Software programs including Peachtree 2007 and Peachtree Quantum. Students are required to have a basic working knowledge of Windows and a solid understanding of Peachtree, or have completed the Introduction and intermediate Peachtree courses.

During class participants will review some basic company set-up features, transaction entry and how they impact the General Ledger. Additionally, how to close and balance the cash accounts. They will learn to set-up Payroll deduction formulas; customize Financial Statements, set-up User security rights & other advanced features of the system. This class is taught by an experienced certified trainer. There will be a maximum of 4 students per class and is a hands-on 1 person per PC. All classes are CPE accredited. Students will receive a certificate of completion. Cancellation policy: Course cancellation must be received in writing 5 days prior to course date to be eligible for refund and are subject to $50 administrative fee. The class may be rescheduled with no administrative fee.

Fee: 1 day session $349.00
Peachtree Premier Training Center

View dates or sign up www.jcscomputer.com
"*Helping you do more in less time!*"

Call Now Toll Free 800-475-1047 ***Payment Method:*** ***Class Date: _____***

□ *VISA*	□ *Master Card*	□ *American Express*	□ *Discover*	□***Please fax or e-mail paid invoice.***
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Billing Address		*Billing City, State*		*Billing Zip Code*

Payment is required at time services are rendered. I have read & agree to the above terms and rates. JCS is authorized to apply charges to the above credit card for support services requested. Credit card or check accepted for On-sites & classes.

Fax to 866-666-9932

P.S. Get your unlimited annual Peachtree Software Technical Support & you get 4 online classes free!